



Data Element Definitions For **Payroll Contribution File**

Important:

This Data Element Definition document does NOT describe the file structure for the Payroll Contribution File. Please refer to the appropriate XSD (XML Schema Definition) file, contained in the Technical Toolkit, for the file structure. This Data Element Definition document is only intended to describe the data elements and relationships. Further information on how to use the documents and files included in the Technical Toolkit can be found in the Guide to the Technical Toolkit.

The Payroll Contribution Reporting File Table below provides the list of data fields that Employers will be asked to provide CalPERS in the Payroll Contribution Reporting process. The columns given below are intended to be used for the purpose of helping Employers identify the information that must be submitted, and how the information should be formatted. Each column should be interpreted as follows:

- Data Element Number – The numerical designation that corresponds with data element in the same row
- Data Element Name – The plain-English name of the information that will be required in this field
- Description of Submitted Data – A longer, more detailed description of the field including explanation of submitted data, and any conditions under which the field must be populated
- R/O/C – Indicates if the information is required, optional, or conditional
 - 'R' indicates that the data is required for the field and an error will generate if the field is not populated
 - 'C' indicates that the data for that field is required when certain conditions are met based on values in another field. Applicable conditions are located in the column of this document titled 'Description'. Information populated when not called for by a condition will be ignored. If data is missing in a Conditional field that required the data based on a condition, an error will be returned
 - 'O' indicates that the data is optional for that field. Information populated when not called for will be ignored. If data is missing in an Optional field, no error will be returned. The column titled 'Description' indicates what format the optional data must be provided in. If optional data is provided that does not meet the specified format an error will result
- Data Hierarchy – Provides context of how the data element relates to other data elements in the XML file structure (see data structure outline on page 2 of this document)
- Data Type – Tells what kind of data is being dealt with. May indicate date, string, integer, or decimal
- Field Values – A list of the data that should be provided, if applicable, or the format that the field should be populated under
- Max Length – The maximum number of characters that the field will accept

Appendix B of this document contains an analysis of the future fields in a Contribution file, and their equivalent, if applicable, in the system currently used today. Also included is a column labeled 'Change?', which states if a change in the current column is going to occur.

We do not anticipate significant changes to the file format however additional field values will be identified in the coming months. Please check the PERT webpage for the latest file format and review the information entitled *Known Inconsistencies in the Data Element Specifications* for data elements that are pending clarification through a formal change control process at this link:

<http://www.calpers.ca.gov/index.jsp?bc=/employer/pert/home.xml>

Also included on this website is the XML Schema Definition (XSD) that provides a sample XML data structure. Employer produced XML files must conform to the XSD in order to be considered 'valid'. Employers will be able to use the schema to help develop or alter their systems to comply with the new standards in order to submit data files to CalPERS. XML tools are available on a variety of platforms to help IT developers create XML files that adhere to the CalPERS schema. The XML file is different from flat files that many Employers send CalPERS today in that the information is organized in a hierarchical structure much like a standard outline. The XML Schema Definition, available at the link above, documents this report structure in detail. This document provides an indication of how the report fields are related to each other in the column titled 'data hierarchy'. The following is an outline of the XML file structure:

Payroll File Header – For example, type of file, Employer ID, begin and end dates for the report

A. Program Identifier – For example, California Public Employees' Retirement System (PERS), Judges' Retirement System (JRS)

1. Program Information – For example, Record Type, Record Type Counts

2. Report Information – For example, Payroll Earned Period Report, SIP Earned Period report

3. Participant Information – For example, CalPERS ID, Name, Division

a. Contribution Record – For example, Record Period Begin Date, payroll record memo

i. Record Detail– For example, Appointment ID, Reportable earnings, transaction type, pay rate

The outline above can be repeated so there can be multiple programs, reports, and participants in a single file.

In addition to the XSD, a sample XML file will be provided in the fall of 2008. The sample output file can be used as a model for your agency as you produce test files.

XML technologies define an extensible messaging framework that provides a message construct that can be exchanged over a variety of underlying protocols. This framework is designed to be independent of any particular programming language, platform, and other technical criteria. The following links provide some of the tools that are available on the internet that can help you better understand how to prepare an XML Schema:

ToolKit / Information	Location
Java Apache AXIS	http://xml.apache.org/axis
Python Web Services	http://Pywebsvcs.sourceforge.net
Perl SOAP	http://www.soaplite.com
PHP NuSOAP	http://www.sourceforge.net/projects/nusoap/
XML	http://www.xml.org/
Microsoft Windows Communication Foundation (WCF) – search by “Building Clients”	http://msdn.microsoft.com/en-us/netframework/aa663324.aspx
C++	http://www.sqldata.com/SoapClient/SoapClient30.htm

Summary of Changes between Versions 1.0 and Version 4.0

VER	DE#	DATA ELEMENT NAME	DESCRIPTION OF CHANGE
		INTRODUCTION – Toolkit	Updated Microsoft's Location/Link
v4	1	Service Center's CalPERS ID	Changed Field Values from alphanumeric to digits (XXX to ###)
v4	5	Program Type	Changed SIP Code Values to distinguish between SIP-SCP, SIP-457, and SIP-POFF
v4	9	SIP Plan ID	Changed Max Length from 10 to 6
v4	14	Participant's CalPERS ID	Changed Field Values from alphanumeric to digits (XXX to ###)
v4	20	Payroll Record Memo	Changed Max Length from 50 to 36
v4	21	Division's CalPERS ID	New field added
v4	22	Appointment ID	Changed Max Length from 16 to 10 Changed Field Values from alphanumeric to digits (XXX to ###) Renumbered field due to insertion of Division's CalPERS ID
v4	23	SIP Plan ID	Changed Max Length from 10 to 6 Renumbered field due to insertion of Division's CalPERS ID
v4	24	Pay Rate Type	Updated Field Values with code values Renumbered field due to insertion of Division's CalPERS ID
v4	30	Special Compensation Category	Updated Field Values with code values Renumbered field due to insertion of Division's CalPERS ID
v4	32	Special Compensation Amount	Added conditional statement Renumbered field due to insertion of Division's CalPERS ID
v4	39	Taxed Member Paid Additional Contribution	Added conditional statement Renumbered field due to insertion of Division's CalPERS ID
v4	40	Tax Deferred Employer Paid	Added conditional statement

VER	DE#	DATA ELEMENT NAME	DESCRIPTION OF CHANGE
		Additional Contribution	Renumbered field due to insertion of Division's CalPERS ID
v4	5	Program Type	Added SIP – 401(k) as a program type
v4	42	After Tax Loan Payment	New field added
v4		Appendix A.2 – Transaction Types, Descriptions, Code Values “Prior Period No Contribution and No Service”	Clarified Description to indicate this transaction is used for Local Alternate Retirement Plan
V5		Appendix B – Comparison of New Field Values to Legacy Field Values	Added Division's CalPERS ID and After Tax Loan Payment fields to the table

Payroll Contribution Reporting File Table

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
1	Service Center's CalPERS ID	<p>Description: A Service Center is a third-party vendor who creates a payroll file for an Employer.</p> <p>The Service Center's CalPERS ID is a unique identifier created by the new system once the Service Center becomes an approved Business Partner.</p> <p>Explanation: This unique identifier will be used to identify third-party vendors.</p> <p><u>For the Judge's Court:</u> Administrative Office of the Courts (AOC) - if you report for the Judge's Court, use your Service Center's CalPERS ID</p> <p>Required: Required if payroll file is submitted by Service Center and optional if payroll file is created by Service Center and submitted by Employer.</p> <p>Note:</p>	C	Payroll File Header	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		No notable information					
2	Employer's CalPERS ID	<p>Description: The Employer's CalPERS ID is a unique 10-digit identifier created by the new system. This unique identifier replaces the Employer/Unit Code.</p> <p>Explanation: This unique identifier identifies the reporting Employer. <u>For schools, review the following:</u></p> <ul style="list-style-type: none"> County Office of Education - if you report for other school districts, use your Employer's CalPERS ID Districts who report independently from the County Office of Education - use your Employer's CalPERS ID <p><u>For Judge's Court, review the following:</u></p> <ul style="list-style-type: none"> AOC - if you report for the Judge's Court, report the Judge's Court's CalPERS ID 	R	Payroll File Header	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<ul style="list-style-type: none"> SCO - if SCO is reporting, they would report the State's CalPERS ID <p>Required: Required to identify reporting Employer</p> <p>Note: No notable information</p>					
3	Report Period Begin Date	<p>Description: Payroll period start date for earned period reports</p> <p>Explanation: See description</p> <p>Required: Required to identify start date for earned period reports</p> <p>Note: Adjustment reports should reflect current date</p>	R	Payroll File Header	Date	yyyy-mm-dd	10
4	Report Period End Date	<p>Description: Payroll period end date for earned period reports</p>	R	Payroll File Header	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES		MAX LENGTH															
		Explanation: See description Required: Required to identify end date for earned period reports Note: Adjustment reports should reflect current date																					
5	Program Type	Description: The program type determines whether information is being reported for Retirement or Supplemental Income Plan Explanation: See description Required: Required to identify which program the information is being reported for Note: No notable information	R	Program Identifier	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>California Public Employees' Retirement System (PERS)</td><td>CPE</td></tr><tr><td>Judges' Retirement System (JRS)</td><td>JR1</td></tr><tr><td>Legislators' Retirement System (LRS)</td><td>LRS</td></tr><tr><td>Judges' Retirement System II (JRS II)</td><td>JR2</td></tr><tr><td>SIP – Supplemental Contribution Program</td><td>SP1</td></tr><tr><td>SIP – 457 Plan</td><td>SP2</td></tr><tr><td>SIP – Peace Officers</td><td>SP3</td></tr></table>	LONG NAME	CODE VALUE	California Public Employees' Retirement System (PERS)	CPE	Judges' Retirement System (JRS)	JR1	Legislators' Retirement System (LRS)	LRS	Judges' Retirement System II (JRS II)	JR2	SIP – Supplemental Contribution Program	SP1	SIP – 457 Plan	SP2	SIP – Peace Officers	SP3	3
LONG NAME	CODE VALUE																						
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SIP – Peace Officers	SP3																						

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH										
						<table><tr><td>SIP – 401(k) Plan</td><td>SP4</td></tr></table>	SIP – 401(k) Plan	SP4									
SIP – 401(k) Plan	SP4																
6	Record Type	<p>Description: Identifies the type of record within the XML file</p> <p>Explanation: See description</p> <p>Required: Required to identify specific record type</p> <p>Note: No notable information</p>	R	Program Info	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Payroll Record</td><td>PAY</td></tr><tr><td>Service Credit Purchase Deduction Record</td><td>SCP</td></tr><tr><td>Deduction for Overpayment Receivable</td><td>OPR</td></tr><tr><td>Supplemental Income Plan Deduction Record</td><td>SIP</td></tr></table>	LONG NAME	CODE VALUE	Payroll Record	PAY	Service Credit Purchase Deduction Record	SCP	Deduction for Overpayment Receivable	OPR	Supplemental Income Plan Deduction Record	SIP	3
LONG NAME	CODE VALUE																
Payroll Record	PAY																
Service Credit Purchase Deduction Record	SCP																
Deduction for Overpayment Receivable	OPR																
Supplemental Income Plan Deduction Record	SIP																
7	Record Type Count	<p>Description: Total number of records per record type within a payroll report</p> <p>Explanation: See description</p> <p>Required: Required to identify record type count</p> <p>Note: No notable information</p>	R	Program Info	Integer	#####	10										

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
8	Record Type Total	<p>Description: Sum of pre-tax and after-tax contributions and deductions per record type</p> <p>Explanation: See description</p> <p>Required: Required to identify record type total</p> <p>Note: Total does not include earnings</p>	R	Program Info	Decimal	#####.##	14
9	SIP Plan ID	<p>Description: SIP Plan ID is a unique identifier assigned by the new system for the Supplemental Income Plan. CalPERS will supply this identifier to the Employer at the time of the Supplemental Income Plan contract finalization.</p> <p>Explanation: Data element used in conjunction with SIP count and SIP total to verify the number of records and dollar amounts presented in a</p>	C	Program Info	String	#####	6

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>summary format. If there are multiple SIP Plan IDs submitted within a single file, each Plan ID must be reported along with its associated record counts and contribution totals.</p> <p>Required: Required when report contains SIP contributions</p> <p>Note: SIP Plan ID is unique to Employer and plan type</p>					
10	SIP Count	<p>Description: Total number of records per Supplemental Income Plan</p> <p>Explanation: See description</p> <p>Required: Required when report contains SIP contributions</p> <p>Note: No notable information</p>	C	Program Info	Integer	#####	10
11	SIP Total	<p>Description: Sum of contributions per plan</p>	C	Program Info	Decimal	#####.##	14

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH				
		<p>type</p> <p>Explanation: See description</p> <p>Required: Required when report contains SIP contributions</p> <p>Note: Sum does not include earnings</p>									
12	Test Report	<p>Description: Test report identifier</p> <p>Explanation: Used to indicate whether the report sent is a test or an actual report</p> <p>Required: Required to identify test report</p> <p>Note: No notable information</p>	R	Report Info	String	<p>xxxxx</p> <p><u>True if:</u> The report was sent as a test file</p> <p><u>False if:</u> It is the actual payroll report</p>	5				
13	Report Type	<p>Description: Type of report being submitted</p> <p>Explanation:</p>	R	Report Info	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Payroll - Earned</td><td>REG</td></tr></table>	LONG NAME	CODE VALUE	Payroll - Earned	REG	3
LONG NAME	CODE VALUE										
Payroll - Earned	REG										

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH										
		<p>See description</p> <p>Required: Required to identify report type</p> <p>Note: If a combination of earned period contributions and adjustment records are being reported, select <i>Payroll – Earned Period Report</i>.</p>				<table><tr><td>Period Report</td><td></td></tr><tr><td>Payroll – Adjustment Report</td><td>ADJ</td></tr><tr><td>Payroll – Gap Report</td><td>GAP</td></tr><tr><td>Supplemental Income Plan- Earned Period Report</td><td>SIP</td></tr><tr><td>Supplemental Income Plan – Adjustment Report</td><td>SAJ</td></tr></table> <p>For definitions of Report Types, see Appendix A, Section 1</p>	Period Report		Payroll – Adjustment Report	ADJ	Payroll – Gap Report	GAP	Supplemental Income Plan- Earned Period Report	SIP	Supplemental Income Plan – Adjustment Report	SAJ	
Period Report																	
Payroll – Adjustment Report	ADJ																
Payroll – Gap Report	GAP																
Supplemental Income Plan- Earned Period Report	SIP																
Supplemental Income Plan – Adjustment Report	SAJ																
14	Participant's CalPERS ID	<p>Description: The Participant's CalPERS ID is a unique 10-digit identifier created by the new system during enrollment and it will replace a Member's Social Security Number.</p> <p>Explanation: See description</p> <p>Required: Required to identify the Member for whom the record is being reported for</p> <p>Note:</p>	R	Participant Info	String	#####	10										

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		Prior to system “go-live,” CalPERS will send Employers a file with a Participant’s CalPERS ID for each existing Member.					
15	First Name	Description: Member’s first name Explanation: See description Required: This data is required Note: The following characters are permitted: <ul style="list-style-type: none"> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted 	R	Participant Info	String	xxxxxxxxxxxxxxxxxxxxxx	20
16	Middle Name	Description: Member’s middle name Explanation: See description Required:	O	Participant Info	String	xxxxxxxxxxxxxxxxxxxxxx	20

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>No required data</p> <p>Note: The following characters are permitted:</p> <ul style="list-style-type: none"> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted 					
17	Last Name	<p>Description: Member's last name</p> <p>Explanation: See description</p> <p>Required: This data is required</p> <p>Note: The following characters are permitted:</p> <ul style="list-style-type: none"> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted Minimum of one alpha character 	R	Participant Info	String	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<ul style="list-style-type: none"> Cannot start with a blank space 					
18	Record Period Begin Date	<p>Description: Earned period start date for record being reported</p> <p>Explanation: See description</p> <p>Required: Required to identify earned period start date</p> <p>Note: No notable information</p>	R	Contribution Record	Date	yyyy-mm-dd	10
19	Record Period End Date	<p>Description: Earned period end date for record being reported</p> <p>Explanation: See description</p> <p>Required: Required to identify earned period end date</p> <p>Note: No notable information</p>	R	Contribution Record	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
20	Payroll Record Memo	<p>Description: A memo line provided by Employer as a reference field</p> <p>Explanation: A Payroll Record Memo may be used to identify employees within a department.</p> <p>Required: No required data</p> <p>Note: If memo line is received through File Transfer Protocol (FTP), CalPERS will forward this back to the Employer via FTP response. If a value is provided in this field, it must be exactly 36 characters (no fewer or more).</p>	O	Contribution Record	String	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxx	36
21	Division's CalPERS ID	<p>Description: The division's CalPERS ID is the CalPERS ID of the division where the participant works. It is conditionally required for record type of payroll if the appointment identifier is not reported and the participant has more than one</p>	C	Record Detail	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>appointment for an employer across divisions.</p> <p>Explanation: See Description.</p> <p>Required: Required if the participant has multiple appointments across divisions with an employer AND the employer chooses not to report Appointment ID.</p> <p>Note: N/A.</p>					
22	Appointment ID	<p>Description: The Appointment ID uniquely identifies the job into which the employee has been hired.</p> <p>Explanation: CalPERS will generate and store Appointment IDs for employees at the time of enrollment.</p> <p>Required: Required if multiple appointments exist with the reporting Employer</p>	C	Record Detail	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		Note: Prior to system implementation, CalPERS will provide Employers with a list of Appointment IDs for their employees. After system implementation, Employers can run a report online to generate a list of Appointment IDs.					
23	SIP Plan ID	Description: The SIP Plan ID is a unique identifier created by the new system. CalPERS will supply this identifier to the Employer at the time of the Supplemental Income Plan contract finalization. Explanation: This unique identifier is reported for each contribution record submitted Required: Required when Record Type is 'Supplemental Income Plan Deduction' Note: Unique to Employer and plan type	C	Record Detail	String	#####	6

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH								
24	Pay Rate Type	<p>Description: Identifies hourly, daily or monthly pay rate</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is 'Payroll' and Transaction Type is <u>not</u> Retroactive Special Compensation Adjustment</p> <p>Note: No notable information</p>	C	Record Detail	String	<table><tr><th>LONG NAME</th><th>CODE VALUES</th></tr><tr><td>Hourly</td><td>HRV</td></tr><tr><td>Daily</td><td>DLY</td></tr><tr><td>Monthly</td><td>MTY</td></tr></table>	LONG NAME	CODE VALUES	Hourly	HRV	Daily	DLY	Monthly	MTY	3
LONG NAME	CODE VALUES														
Hourly	HRV														
Daily	DLY														
Monthly	MTY														
25	Pay Rate	<p>Description: Dollar amount for given pay rate type</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is</p>	C	Record Detail	Decimal	#####.##	8								

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>'Payroll' and Transaction Type is <u>not</u> Retroactive Special Compensation Adjustment</p> <p>Note: No notable information</p>					
26	Type of Transaction	<p>Description: Describes transaction being reported (e.g. Earned Period, Prior Period Adjustment, Retroactive Salary Adjustment)</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is 'Payroll'</p> <p>Note: No notable information</p>	C	Record Detail	String	See Appendix A, Section 2 for a list of transaction types, the valid code that can be given, and a description of what the transaction type means	3
27	Reportable Earnings	<p>Description: Earnings reported for Members during the reported period as defined by CalPERS (does not include special compensation)</p> <p>Explanation:</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>See description</p> <p>Required: Required when Record Type is 'Payroll'</p> <p>Also required if the Record Type is 'Supplemental Income Plan Deduction' and SIP - <i>Peace Officers and Fire Fighters</i></p> <p>Note: This should not be reported when Transaction Type is 'Retroactive Special Compensation Adjustment'.</p> <p>For other SIP Types, this field is <u>optional</u>.</p>					
28	Scheduled Full-Time Days Per Week	<p>Description: Number of days per week considered full-time for a position</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is 'Payroll' and Pay Rate Type is</p>	C	Record Detail	Decimal	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		'Daily' Note: Not required for Judges, Legislators, Optional Members, or when Transaction Type is 'Retroactive Special Compensation Adjustment'					
29	Scheduled Full-Time Hours Per Week	Description: Number of hours per week considered full-time for a position Explanation: See description Required: Required when Record Type is 'Payroll' Note: Not required for Judges, Legislators, Optional Members, or when Transaction Type is 'Retroactive Special Compensation Adjustment'	C	Record Detail	Decimal	####.##	7
30	Special Compensation Category	Description: Identifies specific Special Compensation category being	O	Record Detail	String	<div>LONG NAME (Category Name)</div> <div>CODE VALUE</div>	3

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH										
		<p>reported</p> <p>Explanation: See description</p> <p>Required: No required data</p> <p>Note: A payroll record can contain multiple Special Compensation categories.</p>				<table><tr><td>Incentive Pay</td><td>ICP</td></tr><tr><td>Educational Pay</td><td>EDP</td></tr><tr><td>Premium Pay</td><td>PPP</td></tr><tr><td>Special Assignment Pay</td><td>SAP</td></tr><tr><td>Statutory Items</td><td>SSI</td></tr></table>	Incentive Pay	ICP	Educational Pay	EDP	Premium Pay	PPP	Special Assignment Pay	SAP	Statutory Items	SSI	
Incentive Pay	ICP																
Educational Pay	EDP																
Premium Pay	PPP																
Special Assignment Pay	SAP																
Statutory Items	SSI																
31	Special Compensation Type	<p>Description: Identifies specific Special Compensation type being reported</p> <p>Explanation: See description</p> <p>Required: No required data</p> <p>Note: A payroll record can contain multiple Special Compensation types, but they must comply with the California Code of Regulations 571 (a) and (b).</p>	O	Record Detail	String	See Appendix A, Section 3 for Code Values for Compensation Types, sorted by Special Compensation Category	3										

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
32	Special Compensation Amount	<p>Description: Specified dollar amount for Special Compensation</p> <p>Explanation: See description</p> <p>Required: Required when reporting special compensation for the Participant.</p> <p>Note: The payroll record can contain multiple special compensation amounts, but the Special Compensation Category should only be listed once per record. There can be multiple Special Compensation Types.</p>	C	Record Detail	Decimal	#####.##	8
33	Taxed Member Paid Contribution/ Deduction	<p>Description: After-tax contribution/deduction amount paid by Member</p> <p>Explanation: See description</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>Required: Required when Record Types are 'Service Credit Purchase Deduction', 'Deduction for Overpayment Receivable' and 'Supplemental Income Plan', providing a deduction is made in the same report</p> <p>Required when Record Type is 'Payroll' and Taxed Member Paid Contributions have been deducted from Member's pay, and when Employer does not have a 414 (h) (2) 'Resolution for Employer Pick-up' on file</p> <p>Note: If Member Contribution rate is 0%, report 0.00 for this field</p>					
34	Tax Deferred Member Paid Contribution/ Deduction	<p>Description: Pre-tax contribution/deduction amount paid by Member</p> <p>Explanation: See description</p> <p>Required:</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>Required when Record Types are 'Service Credit Purchase Deduction' and 'Supplemental Income Plan Deduction', providing a deduction is made in the same report</p> <p>Required when Record Type is 'Payroll' and Tax Deferred Member Paid Contributions have been deducted from Member's pay, and when Employer has a 414 (h) (2) 'Resolution for Employer Pick-up' on file</p> <p>Not Required when Record Type is 'Deduction for Overpayment Receivable'</p>					
35	Tax Deferred Employer Paid Member Contribution	<p>Description: Pre-tax contribution amount paid by Employer</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is 'Supplemental Income Plan'</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>Deduction', providing a deduction is made in the same report</p> <p>Required when Record Type is 'Payroll' and contributions are Employer Paid, and when Employer has a 'Resolution for Employer Paid Member Contributions' on file</p> <p>Note: If Member Contribution rate is 0%, report 0.00 for this field</p>					
36	1959 Survivor Contribution (Only for PERS)	<p>Description: The 1959 survivor benefit contribution amount paid by Member</p> <p>Explanation: See description</p> <p>Required: Required when Record Type is 'Payroll' and Member is enrolled in CalPERS 1959 Survivor Benefit Program</p> <p>Note: No notable information</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
37	Survivor Contribution - Spouse (Only for - JRS)	Description: Survivor contribution (spouse) amount paid by Member Explanation: See description Required: Required when Record Type is 'Payroll' and Member is enrolled in Judges Survivor Benefit Program (spouse) Note: No notable information	C	Record Detail	Decimal	#####.##	8
38	Survivor Contribution – Children (Only for - JRS)	Description: Survivor contribution (children) amount paid by Member Explanation: See description Required: Required when Record Type is 'Payroll' and Member is enrolled	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>in Judges Survivor Benefit Program (children)</p> <p>Note: No notable information</p>					
39	Taxed Member Paid Additional Contribution	<p>Description: After-tax “additional” contribution amount paid by Member</p> <p>Explanation: <u>This option is no longer available to new hires.</u> Contributions can be reported to this program only if Member has continuously contributed since the original date they enrolled in the program.</p> <p>Required: When the Participant has additional contribution account</p> <p>Note: This field does not apply to most Employers.</p>	C	Record Detail	Decimal	#####.##	8
40	Tax Deferred Employer Paid Additional Contribution	<p>Description: Pre-tax “additional” contribution amount paid by Employer</p>	C	Record Detail	Decimal	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>Explanation: <u>This option is no longer available to new hires.</u> Contributions can be reported to this program only if Member has continuously contributed since the original date they enrolled in the program.</p> <p>Required: When the Participant has additional contribution account</p> <p>Note: This field does not apply to most Employers.</p>					
41	Total Hours Worked	<p>Description: Total number of hours a CalPERS' retiree has worked during a reported period</p> <p>Explanation: See description</p> <p>Required: When Record Type is 'Payroll' and Member is a CalPERS' retiree</p> <p>Note:</p>	C	Record Detail	Decimal	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH
		No notable information					
42	After Tax Loan Payment	<p>Description: The taxed member paid loan payment contributions for the reported period</p> <p>Explanation: See description</p> <p>Required: Only applicable for Program Types of "SIP – 457 Plan" and "SIP – 401(k) Plan" and if the Employer has a loan provision on their SIP agreement</p> <p>Note: No notable information</p>	C	Record Detail	Decimal	#####.##	8

Appendix A – Valid Field Values

1. Report Type Descriptions

LONG NAME	DESCRIPTION
Payroll - Earned Period Report	The report type used to report current earned period payroll.
Payroll – Adjustment Report	The report type used to report adjustments/corrections to payroll.
Payroll – Gap Report	The report type used to report payroll when there is a gap in the reporting schedule due to a payroll frequency change.
Supplemental Income Plan – Earned Period Report	The report type used to report Supplemental Income Plan deductions.
Supplemental Income Plan – Adjustment Report	The report type used to report adjustments/corrections to Supplemental Income Plan deduction.

2. Transaction Types, Descriptions, and Code Values

LONG NAME	DESCRIPTION	CODE VALUE
Earned Period Reporting	Current earned period contribution/deduction payroll record	EPR
Prior Period Adjustment	Adjustment to prior period payroll record	PPA
Earned Period No Contribution and No Service	Earned period payroll record for a Retiree and Local Alternate Retirement Plan Member	EPN
Prior Period No Contribution and No Service	Prior period payroll record for a Retiree and Local Alternate Retirement Plan Member	PPN
Retroactive Salary Adjustment	A Retroactive salary adjustment is to capture a salary increase covering multiple periods This adjustment record will be split as defined by CalPERS	RSA

LONG NAME	DESCRIPTION	CODE VALUE
Retroactive Special Compensation Adjustment	Retroactive Special Compensation adjustment record is to report or correct Special Compensation for multiple prior periods.	RSC

3. Special Compensation Type Code Values (Sorted by Special Compensation Category, Ascending)

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
Educational Pay	Applicator's Differential	AAD
Educational Pay	Certified Public Accountant Incentive	CPA
Educational Pay	Educational Incentive	EEI
Educational Pay	Emergency Medical Technician Pay	EMT
Educational Pay	Engineering Registration Premium	ERP
Educational Pay	Government Agency Required Licenses	GAR
Educational Pay	International Conference of Building Officials Certificate	ICB
Educational Pay	Mechanical Premium	MPP
Educational Pay	National Institute of Automotive Service Excellence Certificate	NAS
Educational Pay	Notary Pay	NPP
Educational Pay	Paramedic Pay	PPP
Educational Pay	Peace Officer Standard Training (POST) Certificate Pay	POS
Educational Pay	Reading Specialist Premium	RSP
Educational Pay	Recertification Bonus	RRB
Educational Pay	Special Class Driver's License Pay	SCD
Educational Pay	Undergraduate/Graduate/Doctoral Credit	UGD

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
Incentive Pay	Bonus	BON
Incentive Pay	Dictation/Shorthand/typing Premium	DST
Incentive Pay	Longevity Pay	LLP
Incentive Pay	Management Incentive Pay	MIP
Incentive Pay	Marksmanship Pay	MKP
Incentive Pay	Master Police Officer	MPO
Incentive Pay	Off-Salary-Schedule Pay	OSP
Incentive Pay	Physical Fitness Program	PFP
Incentive Pay	Value of Employer Paid Member Contributions	VEP
Premium Pay	Temporary Upgrade Pay	TUP
Special Assignment Pay	Accountant Premium	AAP
Special Assignment Pay	Administrative Secretary Premium	ASP
Special Assignment Pay	Aircraft/Helicopter Pilot Premium	APP
Special Assignment Pay	Asphalt Work Premium	AWP
Special Assignment Pay	Audio Visual Premium	AVP
Special Assignment Pay	Auditorium Preparation Premium	APR
Special Assignment Pay	Bilingual Premium	BBP
Special Assignment Pay	Branch Assignment Premium	BAP
Special Assignment Pay	Canine Officer/Animal Premium	COA
Special Assignment Pay	Cement Finisher Premium	CFP
Special Assignment Pay	Circulation Librarian Premium	CLP
Special Assignment Pay	Computer Operations Premium	COP
Special Assignment Pay	Confidential Premium	CCP
Special Assignment Pay	Contract Administrator Coordinator Premium	CAC
Special Assignment Pay	Crime Scene Investigator Premium	CSI
Special Assignment Pay	Critical Care Differential Premium	CCD
Special Assignment Pay	D.A.R.E. Premium	DAP

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
Special Assignment Pay	Detective Division Premium	DDP
Special Assignment Pay	Detention Services Premium	DSP
Special Assignment Pay	DUI Traffic Officer Premium	DTO
Special Assignment Pay	Extradition Officer Premium	EOP
Special Assignment Pay	Fire Inspector Premium	FIP
Special Assignment Pay	Fire Investigator Premium	FIN
Special Assignment Pay	Fire Protection Assignment Premium	FPA
Special Assignment Pay	Fire Staff Premium	FSP
Special Assignment Pay	Flight Time Premium	FTP
Special Assignment Pay	Float Differential Premium	FDP
Special Assignment Pay	Front Desk Assignment (Jail)	FDA
Special Assignment Pay	Fugitive Officer Premium	FOP
Special Assignment Pay	Gang Detail Assignment Premium	GDA
Special Assignment Pay	Gas Maintenance Premium	GMP
Special Assignment Pay	Grading Assignment Premium	GAP
Special Assignment Pay	Hazard Premium	HZP
Special Assignment Pay	Heavy/Special Equipment Operator	HSE
Special Assignment Pay	Height Premium	HHP
Special Assignment Pay	Housing Specialist Premium	HSP
Special Assignment Pay	Juvenile Officer Premium	JOP
Special Assignment Pay	Lead Worker/Supervisor Premium	LWP
Special Assignment Pay	Library Reference Desk Premium	LRD
Special Assignment Pay	MCO Instructor Premium	MCI
Special Assignment Pay	Motorcycle Patrol Premium	MOP
Special Assignment Pay	Mounted Patrol Premium	MMP
Special Assignment Pay	Narcotic Division Premium	NDP
Special Assignment Pay	Paramedic Coordinator Premium	PCP
Special Assignment Pay	Park Construction Premium	PPC

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
Special Assignment Pay	Park Maintenance/Equipment Manager Premium	PMM
Special Assignment Pay	Parking Citation Premium	PCC
Special Assignment Pay	Patrol Premium	PAP
Special Assignment Pay	Plumber Irrigation System Premium	PIS
Special Assignment Pay	Police Administrative Officer	PAO
Special Assignment Pay	Police Investigator Premium	PIP
Special Assignment Pay	Police Liaison Premium	PLP
Special Assignment Pay	Police Polygraph Officer	PPO
Special Assignment Pay	Police Records Assignment Premium	PRA
Special Assignment Pay	Range master Premium	RMP
Special Assignment Pay	Refugee Arrival Cleanup Premium	RAC
Special Assignment Pay	Refuse Collector Premium	RCP
Special Assignment Pay	Safety Officer Training/Coordinator Premium	SOT
Special Assignment Pay	Sandblasting Premium	SPP
Special Assignment Pay	School Yard Premium	SYP
Special Assignment Pay	Search Pay Premium	SEP
Special Assignment Pay	Severely Disabled Premium	SDP
Special Assignment Pay	Sewer Crew Premium	SCP
Special Assignment Pay	Shift Differential	SDD
Special Assignment Pay	Solo Patrol Premium	SSP
Special Assignment Pay	Sprinkler and Backflow Premium	SBP
Special Assignment Pay	Street Lamp Replacement Premium	SLR
Special Assignment Pay	Tiller Premium	TIP
Special Assignment Pay	Tire Technician Premium	TTP
Special Assignment Pay	Traffic Detail Premium	TDP
Special Assignment Pay	Training Premium	TPP
Special Assignment Pay	Tree Crew Premium	TCP
Special Assignment Pay	Utility Systems Operation Premium	USO

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
Special Assignment Pay	Water Certification Premium	WCP
Statutory Items	Fair Labor Standards Act (FLSA)	FLS
Statutory Items	Holiday Pay	HPP
Statutory Items	Uniform Allowance	UAA

Appendix B – Comparison of New Field Values to Legacy Field Values

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
1	Service Center's CalPERS ID	The Service Center's CalPERS ID is a unique identifier created by the new system once the Service Center becomes an approved Business Partner.	Non-existent	Yes
2	Employer's CalPERS ID	The Employer's CalPERS ID is a unique 10-digit identifier created by the new system once the employer becomes an approved Business Partner. This unique identifier replaces the Employer/Unit Code.	Employer Code	Yes
3	Report Period Begin Date	Payroll period start date for earned period reports	Service Period Month Service Period Year Service Period Type Code	Yes
4	Report Period End Date	Payroll period end date for earned period reports	Service Period Month Service Period Year Service Period Type Code	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
5	Program Type	<p>The program type determines whether information is being reported for Retirement or Supplemental Income Plan.</p> <p>Program Types:</p> <ul style="list-style-type: none"> • California Public Employees' Retirement System (PERS) • Judges' Retirement System (JRS) • Legislators' Retirement System (LRS) • Judges' Retirement System II (JRS II) • Supplemental Income Plan (SIP) 	Non-existent - Payroll reports for different programs are reported in a different file.	Yes
6	Record Type	<p>Identifies the type of record within the XML file</p> <p>Record Types:</p> <ul style="list-style-type: none"> • Payroll Record • Service Credit Purchase Deduction Record • Deduction for Overpayment Receivable • Supplemental Income Plan Deduction Record 	<p>Contribution codes are used to identify regular payroll records and service credit purchase records.</p> <p>The option to report SIP or Deduction for Overpayment Receivable does not exist today.</p>	Yes
7	Record Type Count	Total number of records per record type within payroll report	Total Record Count	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
8	Record Type Total	<p>Sum of pre-tax and after-tax contributions and deductions per record type</p> <p>Contribution/Deduction Types:</p> <ul style="list-style-type: none"> • Taxed Member Paid Contribution/Deduction • Tax Deferred Member Paid Contribution/Deduction • Tax Deferred Employer Paid Member Contribution • Survivor Contribution (Only for PERS) • Survivor Contribution - Spouse (Only for Judges) • Survivor Contribution - Children (Only for Judges) • Taxed Member Paid Additional Contribution • Tax Deferred Employer Paid Additional Contribution • Service Credit Purchase Deduction • Overpayment Receivable Deduction • Supplemental Income Plan Taxed Member Paid Contribution/Deduction • Supplemental Income Plan Tax Deferred Member Paid Contribution/Deduction • Supplemental Income Plan Tax Deferred Employer Paid Member Contribution 	Non-existent	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
9	SIP Plan ID	Unique identifier assigned to Employer by Third-party Administrator for the Supplemental Income Plan	Non-existent	Yes
10	SIP Count	Total number of records per Supplemental Income Plan	Non-existent	Yes
11	SIP Total	Sum of contributions per plan type	Non-existent	Yes
12	Test Report	Test report identifier used for testing purposes	Non-existent	Yes
13	Report Type	<p>Type of report being submitted</p> <p>Report Types:</p> <ul style="list-style-type: none"> • Payroll - Earned Period Report • Payroll – Adjustment Report • Payroll – Gap Report • Supplemental Income Plan- Earned Period Report • Supplemental Income Plan – Adjustment Report 	<p>Within a payroll file today, there is a Regular payroll indicator and a Special payroll indicator. The Special payroll indicator represents a payroll adjustment.</p> <p>The option to create a supplemental income plan report or gap report does not exist today.</p>	Yes
14	Participant's CalPERS ID	The Participant's CalPERS ID is a unique 10-digit identifier created by the new system during enrollment and it will replace a Member's Social Security Number.	SSN	Yes
15	First Name	Member's first name	First Initial	Yes
16	Middle Name	Member's middle name	Middle Initial	Yes
17	Last Name	Member's last name	Last Name	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
18	Record Period Begin Date	Earned period start date for record being reported	Service Period Month Service Period Year Service Period Type Code	Yes
19	Record Period End Date	Earned period end date for record being reported	Service Period Month Service Period Year Service Period Type Code	Yes
20	Payroll Record Memo	A memo line provided by Employer as a reference field	Non-existent	Yes
21	Division's CalPERS ID	The division's CalPERS ID is the CalPERS ID of the division where the participant works	Unit Code	Yes
22	Appointment ID	The Appointment ID represents the position into which an employee has been hired.	Coverage Groups	Yes
23	SIP Plan ID	The SIP Plan ID is a unique identifier assigned to an Employer by a Third-party Administrator for the Supplemental Income Plan.	Non-existent	Yes
24	Pay Rate Type	Identifies hourly, daily or monthly pay rate	Pay Code	Yes
25	Pay Rate	Dollar amount for given pay rate type	Pay Rate	No
26	Type of transaction	<p>Describes transaction being reported (e.g. Earned Period, Prior Period Adjustment, Retroactive Adjustment)</p> <p>Transaction Types:</p> <ul style="list-style-type: none"> • Earned period reporting • Prior Period Adjustment • Earned period non contributory reporting • Prior period non contributory adjustment 	Non-existent - It replaces contribution codes	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
27	Reportable Earnings	Earnings reported for Members as defined by CalPERS	Member Earnings	No
28	Scheduled Full-Time Days Per Week	Number of days per week considered full-time for a position	Work Schedule code	Yes
29	Scheduled Full-Time Hours Per Week	Number of hours per week considered full-time for a position	Work Schedule code	Yes
30	Special Compensation Category	Identifies specific Special Compensation category being reported <u>Special Compensation Categories:</u> <ul style="list-style-type: none"> • Incentive Pay • Educational Pay • Premium Pay • Special Assignment Pay • Statutory Items 	Non-existent	Yes
31	Special Compensation Type	Identifies specific Special Compensation type being reported	Non-existent	Yes
32	Special Compensation Amount	Specified dollar amount for Special Compensation	Reported with pay code '09' and contribution codes '06' or '16'	Yes
33	Taxed Member Paid Contribution/Deduction	After-tax contribution/deduction amount paid by Member	Contribution amount reported with one of the following contribution codes: '01','02','03','04','05','06'	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
			There is no distinction between member paid contributions and employer paid contributions.	
34	Tax Deferred Member Paid Contribution/Deduction	Pre-tax contribution/deduction amount paid by Member	Contribution amount reported with one of the following contribution codes: '11','12','13','14','15','16' There is no distinction between member paid contributions and employer paid contributions.	Yes
35	Tax Deferred Employer Paid Member Contribution	Pre-tax contribution amount paid by Employer	Contribution amount reported with one of the following contribution codes: '11','12','13','14','15','16'. There is no distinction between member paid contributions and employer paid contributions.	Yes
36	1959 Survivor Contribution (Only for PERS)	The 1959 survivor benefit contribution amount paid by Member	Survivor Contribution Amount	No
37	Survivor Contribution - Spouse (Only for Judges)	Survivor contribution (spouse) amount paid by Member	Non-existent	Yes
38	Survivor Contribution - Children (Only for	Survivor contribution (children) amount paid by Member	Non-existent	Yes

#	my CalPERS Field Name	Definition	Equivalent Current Payroll File Field Name	Change?
	Judges)			
39	Taxed Member Paid Additional Contribution	After-tax “additional” contribution amount paid by Member	Contribution amount reported with a contribution code '08'	No
40	Tax Deferred Employer Paid Additional Contribution	Pre-tax “additional” contribution amount paid by Employer	Contribution amount reported with contribution code of '09'	No
41	Total Hours Worked	Total number of hours a CalPERS' Retiree has worked during a reported period	Non-existent	Yes
42	After Tax Loan Payment	The taxed member paid loan payment contributions for the reported period	Non-existent	Yes